

## TDY Information

### Defense Travel System (DTS)/Travel Orders

Most permanent Army civilians and Local National employees are centrally funded. Military members, DECA employees, term and temporary and non-department of the Army employees are funded through their own organizations.

To ensure the lowest airfare possible, OCONUS students should make flight reservations at least three to four weeks before the class start date.

### **If you are using DTS or have capability to use the DTS, follow the instructions below:**

- **CREATE** the authorization in DTS without the line of accounting (LOA). You can create your authorization up to **three weeks prior** to the course start date.

#### **Make sure you have included –**

- Price of the airfare. **Your orders will not be processed without the price of the airfare.**
- Mileage, taxi or shuttle to and from airport is authorized.
- If your **organization is funding a rental car**, you need to **ensure** that the LOA for the rental car has been added before requesting AMSC LOA.
- Do not make your hotel reservation through DTS – AMSC has reserved a block of rooms for Basic Course students and will email you with your lodging assignment.
- Under the Privatization of Army Lodging (PAL) contract you will not be charged or receive a billing statement for lodging expense.
- Ensure you allow adequate time for our RMO to add the LOA to your authorization.
- **DO NOT DIGITALLY SIGN YOUR ORDERS.**

- **SEND** an e-mail to Leavenworth RMO at [leav-atzlrn@conus.army.mil](mailto:leav-atzlrn@conus.army.mil) letting them know that you have created an authorization and are waiting for the LOA to be entered into DTS.

- Leavenworth RMO will add the LOA to your authorization.

- Log into DTS and digitally **SIGN** your orders.

- Your authorization will then be routed to your Approving Official so your tickets can be issued.

**RENTAL CAR, GAS, LONG TERM PARKING, IN/AROUND MILEAGE, TIPS, SHIPPING AND PHONE CALLS ARE NOT AUTHORIZED ON AMSC's LINE OF ACCOUNTING.**

Travelers are allowed two bags NTE 50lbs. and must be within airline regulations.

Laundry receipts are required even if it is under \$75.00.

*DOD policy in support of the Travel and Transportation Reform Act (TTRA) of 1998 states that **all federal employees (including military personnel) must use the government travel charge card for all expenses arising from government travel which is outlined in the FMR, Volume 9, Chapter 3.***

### **Corps of Engineer Employees:**

- Fill out the DTS User Form (below).

- Email your DTS User Form to CES RMO at [leav-cesrmo@conus.army.mil](mailto:leav-cesrmo@conus.army.mil)

- CES RMO will process your orders in DTS and email a copy to you.

### **Local Nationals:**

Local National employees must submit their DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to CES RMO. Ensure the information provided in Block 1 – 11 is correct and complete. Your DD Form 1610 must be sent to CES RMO at [leav-cesrmo@conus.army.mil](mailto:leav-cesrmo@conus.army.mil) two months before the course start date. After CES RMO receives your information, they will add the remaining information in Block 12 – 22 and email you a copy of your processed DD Form 1610. Local national employees are not authorized an advance on their travel orders.

Point of Contact

Resource Management Office

Telephone (913) 758-3519 (DSN 585)

FAX (913) 758-3508 (DSN 585) E-mail: [leav-cesrmo@conus.army.mil](mailto:leav-cesrmo@conus.army.mil)

## **DTS USER FORM**

Office Phone Number:

AKO Email Address of Traveler:

Requested Type:

\_\_\_\_\_ Add – Request user access for a new person in your organization.

\_\_\_\_\_ Change – Request user access be moved to a different Group of Organization.

\_\_\_\_\_ Delete – Request user access to be deleted from DTS.

If Delete, Reason for Deletion:

**\*\*DTS User Access Information\*\***

Social Security Number:

Electronic Funds Transfer (EFT) Account Number:

Electronic Funds (EFT) Routing Number:

Savings or Checking:

Citi Travel Card Account Number:

Citi Expiration Date (MM/YY Format):

Last Name as stated on CAC Card Identity properties:

First Name as stated on CAC Card Identity properties:

Middle Initial (if one is indicated on your CAC Card Identity properties):

Home Address:

Home City:

Home State:

Home Zip Code:

Organization Name (i.e., CGSC, SAMS, AMSC):

Office Address:

Office City:

Office State:

Office Zip Code:

Military Rank (i.e., ME-04, MO-06, etc.):

Civilian Grade (i.e., GS09, YA-02, WG-05):

Course Attending:

Price of Airfare: \$

Travel Dates:

LOA if your organization is funding a rental car:

Excess Baggage: \$

Mileage to and from airport: \$

Parking: \$

Shuttles: \$

Do you have a government credit card? \_\_\_\_ yes \_\_\_\_ no